

# SEFSC EMERGENCY PLAN

## LAFAYETTE LABORATORY

As a building occupant you should be familiar with this emergency plan. Read it carefully. If you have any questions contact Supervision. Keep the following in mind as you read this document:

- Evacuation routes and where to report for roll call after evacuating the building;
- When and how to evacuate the building;
- Locations of emergency equipment that may be needed in an emergency, such as fire extinguishers;
- Proper procedures for notifying emergency responders and facility personnel about an emergency;
- Additional responsibilities, such being a Monitor.

### Building Emergency Contacts

John Foret, NOAA Fisheries Manager/CHO

Cell 337/257-7761

Russell Carriere, Building Manager

Cell 337/257-7277

Randolph Joseph, USDA-NRCS Administration

Cell 337/257-0704

Russell Watson, USFWS Administration

Cell 337/257-2224

Randall Ridgeway, USACE Administration

Cell 337/280-5165

Fred Roetker, USFWS Migratory Bird Branch

Cell 337/344-8458

Dwight Leblanc, USDA-APHIS

Cell 337/298-3633

### Off-Site Non-Emergency Contacts

Fire Department 337/291-8716

Police 337/2918600

HAZMAT Team (Spills) 337/291-8716

### Building Alarms

The main building has smoke detectors/alarms located in each hallway and the elevator. The Boat Storage buildings are not occupied nor equipped with smoke detectors/alarms. However, the Boat Storage buildings are equipped with an automated sprinkler system.

- The main building alarm is a very loud beep. When you observe this alarm leave the building. Follow the evacuation procedures described later in this document.
- The elevator alarm is a bell tone and is not as loud as the fire alarm. When you hear the elevator alarm contact the Building Manager or his designee (an individual listed in the Building Emergency Contacts list).

### Emergency Information

- Always use the closest, safe exit in the event of an emergency. Evacuation routes are posted throughout the facility.
- There are no critical operations at this facility; therefore, all building occupants are required by law to evacuate the building whenever the alarm sounds.
- Fire extinguishers are strategically positioned throughout each building.
- In the event of a building evacuation, assemble initially in the rear most parking lot for roll call.

### Primary/Alternate Monitors

Employee Entrance - V. Fontenot / J. Hoffpauir

Main Entrance - A. Villejoin / K. Francis

Loading Dock Entrance - L. Hayes / K. Bar

Tank Farm - J. Foret / L. Rozas

Front Stairs (Top) - G. Lemoine / E. Leblanc

Front Stairs (Bottom) - V. Fontenot / J. Hoffpauir

Main Stairs (Top) - B. Firman / A. Culpepper

Main Stairs (Bottom) - J. Merino / A. Kring

NMFS Stairs - P. Rosel / S. Kingston

USDA & Interpretive Center - R. Boustany / M. Carlos

NRCS & Main Conference Room - L. Trahan / R. Joseph

Johnson Control - M. Holston / D. Lyons

USACE - R. Ridgeway / P. Brouillett

USFWS - D. Soileau, Jr. / R. Watson



\*Always call from a safe location

\*Stay calm and try to provide as much information as possible

## Emergency Notification Procedure

When you call 911 to request emergency assistance, you will be connected to the Police Dispatch. Call from a safe location and remember to:

- Stay calm
- Be prepared to answer the following questions;
  - Where is the emergency located?
  - What is the nature of the emergency (e.g., fire, medical)?
  - How did it happen?
  - What is your name?
- Gather any information that may be useful for the emergency responders (e.g., number and extent of injuries).
- Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but try to provide as much information as possible.

## General Evacuation Procedure

When evacuating the building or work area:

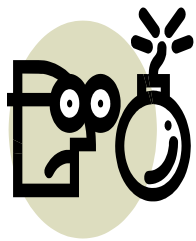
- Do Not rush, Do Not panic;
- Proceed to the nearest, safe exit and leave the building, if trapped in your office close the door and call 911, Do Not use the elevator;
- Proceed to the designated assembly area in the rear most parking lot;
- Assemble with your Supervisor so a personnel count can be obtained;
- Do Not re-enter the building until the verbal "All Clear" is sounded.



## Response To Bomb Threat

If there is a bomb threat in your building or work area:

- Check your work area for unfamiliar items, Do Not touch unfamiliar or suspicious items, report them;
- Take personal belongings with you when you leave;
  - This will make it easier for the Police or Bomb Squad—less material to try to identify;
- Leave doors and windows open, Do Not turn light switches off or on.



Do Not touch unfamiliar or suspicious items.....

...Report them!

## Explosion Procedure

If there is an explosion in your building or work area:

- Call 911 and follow Emergency Notification Procedure above;
- Leave the building if directed to do so by emergency responders;
- Move well away from the site of the hazard to a safe location;
- Stay away from windows;
- Do Not light matches.

## Fire Prevention

To prevent fires this facility maintains a good housekeeping policy which includes:

- Storing flammable & combustible materials in an approved manner;
- Avoiding accumulation of flammable & combustible materials in the work area;
- Proper maintenance of facility fire extinguishers.

## Fire Hazards

Potential fire hazards identified at this facility include:

- Flammable & combustible chemicals and materials stored in laboratory or office settings;
- Flora and fauna samples stored in ethanol or formalin;
- Flammable & combustible liquids stored in cabinets;
- Portable office heaters left on unattended and/or in the close proximity to combustibles.



Preventing fires is a team effort!

## Fire Procedure

If there is a fire in your building or work area:

- First, notify facility personnel/Fire Department by activating the fire alarm pull station and calling 911 from a safe location (See Emergency Notification Procedure);
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so—be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire;
- All personnel shall evacuate the building as soon as the alarm sounds and proceed to the designated assembly area, the rear most parking lot;
- On your way out warn others nearby;
- Move away from fire and smoke—close doors if time permits;
- Use the fire exit stairwell only; Do Not use the elevator;
- Do not re-enter the building until the verbal “All Clear” has been given.



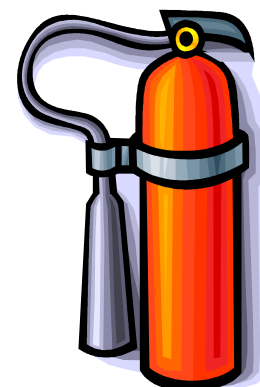
Only attempt to extinguish a fire if a safe exit exists.....

...Leave if one extinguisher does not put out the fire

## Using A Fire Extinguisher

Keep your back to an unobstructed exit and stand 6 to 8 feet away from the fire. Follow the 4 step **PASS** procedure:

- **P** - Pull the pin to unlock the operating lever;
- **A** - Aim low, point the nozzle at the base of the fire;
- **S** - Squeeze the lever to discharge the extinguishing agent;
- **S** - Sweep from side to side moving carefully towards the fire.



Remember to

**PASS**

## HazMat Spill Procedure

If you witness a large hazardous materials spill:

- Evacuate the spill area and warn others to stay away;
- Contact the Facility the Chemical Hygiene Officer, Building Manager and/or Supervision;
- If they are unable to remediate the spill, they will contact the off-site HAZMAT team.



## Ventilation Problem

If unusual odors originate from the ventilation system:

- Immediately notify the Building Manager, Chemical Hygiene Officer and/or Supervision;
- If necessary, cease operations and evacuate the area (See "General Evacuation Procedure");
- If smoke is present, activate the fire alarm system, then call 911 from a safe distance.

If You Smell  
Something Bad...

...Get Out of the  
Lab!

## Suspicious Mail Procedure

What do I do if I receive a suspicious package?

- Leave the letter or package alone. Do not move the item.
- The individual in contact with the letter and those in close proximity should leave the area immediately.
- Restrict access to the area, keep facility personnel away.
- Call 911 and explain what has occurred.
- 911 will notify the county health department and/or the Department of Health to conduct appropriate testing.
- Individuals who open or have contact with the letter or package containing an unknown substance should wash their hands thoroughly with soap and water.
- Contact information of all individuals that may have been exposed should be collected immediately. These individuals should be reassured that they will be contacted as soon as possible when the results are known.
- Results of the test will be available in time to determine what, if any treatment should be implemented.



### Suspicious Characteristics

- Mailed from a Foreign Country
- Excessive Postage
- Misspelled Words
- Addressed to Title Only
- Wrong Title with Name
- Rigid or Bulky
- Badly Typed or Hand Written
- Restrictive Markings
- No Return Address
- Strange Odor
- Lopsided/Protruding item
- Stains on Wrapping